



The United States Agency for International Development (USAID) in Iraq is seeking applications for the one year position (extendable) of:

**AID DEVELOPMENT PROGRAM SPECIALIST**

**SOLICITATION No.** 10-012  
**OPENING DATE:** September 16, 2010  
**CLOSING DATE:** October 7, 2010

**BASIC FUNCTION:**

The Development Program Specialist position is located in the Program Office, USAID/Iraq. The primary responsibilities are: formulation, justification, and implementation of the USAID/Iraq budget; specifically, daily oversight and tracking of the Iraq program budget. Average annual program funding levels for this country is \$300 million. The Specialist provides advice and recommendations to Mission management and technical teams on all aspects of strategic and annual program budgets, including issues concerning annual Operating Year Budget, strategic plan budgets, funding levels, notification requirements, availability of funds, etc. The Specialist prepares Annual Program Resource Requests, Congressional Budget Justifications (CBJ), Congressional Notifications (CNs) Operational Year Budgets (OYB), and annual Procurement Plans for Iraq. The Specialist works with all the Technical Teams in the Mission in developing the overall budget strategy and the annual Procurement Plan for each Team. The Specialist serves as a senior advisor to the Program Office Director and principal liaison with the Middle East Bureau on all program budget matters, and performs information gathering, budget analysis, and reporting.

**DUTIES AND RESPONSIBILITIES:**

a. OYB Management – 45%

The Specialist leads the fiscal year procurement planning process for the Mission. Prepares draft procurement plan for Iraq and sends them to USAID/Iraq technical teams and the Contracting Office for review and feedback; incorporates all inputs, and works closely with all counterparts to finalize the annual procurement plan; monitors implementation of the procurement plan during a fiscal year; updates plans regularly; and suggests changes or revisions as appropriate.

Develops activity level OYBs for Iraq, in close coordination with technical teams. OYBs include prior year un-obligated carryover funds and current year appropriations. Work requires thorough knowledge of the country and portfolios, the resource requirements, and implied analysis of activity expenditure rates and pipelines. OYB plans are discussed with and cleared by the Program Officer (PO) and approved by the Mission Director (MD). Final approved OYBs are submitted to the Budget Planning and Implementation Divisions in the Middle East Bureau. Tracks and records allowances, commitments, and obligations against budgets throughout the year; and, assures obligations are made in time, in accordance with approved procurement plans, and that prior year carryover funds are obligated first. Reviews OYBs during the year; discusses issues with Program Office, Technical Teams, and USAID/Washington; suggests changes in OYBs as appropriate and shares revised budgets with Mission and the Bureau staff.

Prepares budget allowance requests according to funding requirements identified in procurement plans, and submits to the Middle East Budget Implementation Division. Requests the Bureau to de-allow un-obligated balances of funds at end of year and to re-apportion and re-allowed in the following fiscal year.

Tracks congressional earmarks and directives at the Mission level; and assures they are reflected in the OYB and implemented.

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Prepares memoranda for approval of the Director of Foreign Assistance (F Memos), and/or change notices, to request approval for additional funds, reprogramming, or emergency requests for funds. (F memos also accompany all Congressional Notifications.)

Assists technical teams in preparation of Modified Acquisition and Assistance Request Documents (MAARDs) and GLAAS procurement requests; advises on required supporting documentation, such as Scope of Work and budgets; assures that actions requested through MAARD and GLAAS are included in the procurement plan, that appropriate funds are budgeted and available for obligation, and that new activity approvals and pre-obligation requirements have been met; and, maintains the MAARD/GLAAS log.

Maintains a database of all ongoing and planned program activities for Iraq, including activity title and implementer, contracting mechanism, start and completion dates, life of activity amounts, cumulative obligations, expenditures, mortgages, pipeline, etc. Tracks and analyses project expenditures and pipeline. Estimates average burn rates for each activity and, based on this analysis, considers mortgages and availability of funds, and suggests timelines and amounts of incremental funding.

#### b. Budget Formulation, Justification, and Strategic Planning – 25%

Maintains responsibility the financial portion of the Mission Operational Plan (MOP), is prepared annually and updated several times during the year, which serves as the basis for the CBJ. Serves as administrator of FACTS (an online database used for submission of MOP data for all USG agencies under F budget authority), with responsibility for interacting with other associated agencies, tracking other agency budget allocations against multi-agency budget submissions (MSP, CBJ, OP, etc.), tracking changes to submissions, and advising on appropriate placement of funds. Provides USAID and other agency FACTS system training, coordination and oversight of data entry, and quality control of data entered into the FACTS system.

Advises Mission Management and Technical Teams on CN requirements, format and submission schedule; prepares draft CNs for SO Team and the Program Officer review/comment; submits CNs to appropriate E&E staff for processing and submission to Congress; tracks the CN clearance process in the Bureau and LPA; and advises Mission staff on CN status, expiration dates, etc.

Performs long-term, multi-year resource planning, considering Mission strategic directions and program priorities, general country budget trends and expected future-year budget levels, LOP and mortgages of current and planned activities, and earmarks and directives.

Serves as a key contact for the Mission and Bureau staff for a variety of program financial issues concerning Iraq; provides advice and recommendations to the Program Officer and Technical Teams in Iraq on strategic resource planning, budget formulation, justification and implementation procedures, etc.; and, serves as liaison with Middle East Bureau Planning and Implementation Divisions, as well as the Desk Officer.

Responds to scheduled and ad hoc budget requests from USAID/Washington, F, the US Embassy, and GOI requests, including Micro-enterprise results reporting, Bureau field support requests from Technical Teams, specific Congressional requests, historical funding levels, breakdowns of Fiscal Year funding, annual expenditures by specific program areas, etc. Collaborates with the Office of Financial Management and/or the technical teams, collecting and analyzing required data, prepares information in a presentable format and, after clearance provides information to the requestor.

#### c. Representative to Technical Teams – 15%

Serves as Program Office representative to Mission Technical Teams. Works with Teams on development and update of Team Program Budgets and procurement plans. Provides daily advice basis to COTRs regarding formulation of

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MAARDs and GLAAS requests, and assists in identifying and using appropriate program elements and fund accounts. Provides advice and guidance on the Automated Directives System (ADS) in the areas of budget and obligation management, pipeline, forward funding, etc. Prepares financial summary tables for each portfolio review, including basic financial information on all projects in the portfolio, such as LOP, mortgage, pipeline, projected burn rate, etc.

d. GLAAS Subject Matter Expert 15%

Serves as a Global Acquisition and Assistance System (GLAAS) Subject Matter Expert (SME). As SME, the specialist is responsible for resolving system related problems or issues for GLAS users in the Mission, assisting in setting up log-in accounts and passwords, and providing advice on questions related to GLAAS Advance Procurement Plans and procurement requests.

Performs other duties as assigned or required.

**REQUIRED MINIMUM QUALIFICATIONS:**

a. Education (25%):

Bachelor's degree in Accounting, Finance, Business Administration, Statistics, Mathematics, Economics, Engineering, IT or Database Management is required. An advanced Degree in one of the above fields is desirable.

b. Prior Work Experience (25%):

Five to seven years of progressively responsible work experience in accounting, financial or budget analyses, budget planning, justification, and execution is required. Experience in project design, program planning, program/project budgeting and evaluation, or closely related work is required. At least two years of this experience should preferably have been with an international organization or NGO.

c. Language Proficiency (20%):

Level IV (fluent) English and Arabic is required, including reading and writing.

d. Knowledge, Skills and Abilities (30%):

**Knowledge:** A thorough knowledge and understanding of professional accounting principles, theories, practices, and terminology as well as the principles and accepted practices of governmental and business financial accounting, budgeting, and reporting is required. A thorough knowledge of, or the ability to quickly gain such knowledge of, USG appropriation, allotment, accounting, and other budgeting procedures used in maintaining, reconciling, balancing, and closing accounts; USAID accounting policies, regulations, and procedures; disbursements, reimbursements; and, the principles and practices of cost accrual. Knowledge of, or the ability to quickly gain such knowledge of, the USG budget process, including appropriation, apportionment, allotment, etc.; phases of the Agency budget cycle, including formulation, justification, and execution, budget justification and the CN process, congressional earmarks, agency goals and sub-goals, pillars, sectors, and emphasis areas. Expert knowledge of methods and tools for budget/financial analysis and planning is required. Must be familiar with, or have the ability to become familiar with, the Controller's Guidebook and USAID budget and accounting practices; USAID budgetary processes and procedures, and documentation; and, working knowledge of USAID policies and goals. A good understanding is desirable of the USAID administrative and functional structure, the Bureau, and the Mission; the Middle East Budget Planning and Implementation Divisions; in-depth knowledge of USAID/Iraq strategic goals and sub-goals, as well as strategic directions, goals, and priorities of the Bureau and the Agency; and, a thorough knowledge of the USAID/Iraq program portfolio is desirable. A basic understanding of the political and economic situation in Iraq and the region; problem areas in general (the state of the economy, energy sector, corruption, territorial integrity, etc.); areas of USAID manageable interest/involvement; and an awareness of key donor organizations, NGOs, and other working in the country is highly desired.



**Skills and Abilities:** Must have the ability to plan and analyze program budgets, and have excellent written and oral communication skills; must be able to collect and analyze complex data and prepare precise, accurate, and complete reports; must be able to analyze accounting records and determine the need for various types of entries and adjustments; to record, reconcile, and balance accounts; and, to relate the purpose and objectives of programs/projects to their costs and fiscal requirements. Must be able to relate funds management to Mission Technical Teams; and, to understand changes in strategic program priorities and deadlines, their implications for budget management, and to recommend appropriate adjustments to Mission financial plans. The Specialist must have problem solving skills and the ability to recommend solutions in complicated situations, taking into consideration myriad factors and variables, such as late budget appropriations and delayed availability of funds, uncertain funding levels, and unexpected budget reductions. The Specialist must be knowledgeable in all or nearly all MS Office applications, such as Word, Excel, and Power Point, and other data management skills such as knowledge of MS Access and/or other database management applications.

**Post Entry Training:** USAID will provide as needed special training related to USAID operations (formal, informal, and/or self-taught), subject to course offerings and availability of funds, such as Contract Officer's Technical Representative (COTR) training; Project Implementation; Budget Planning, Management, and Execution; and, Project Design and Evaluation.

**Position Grade:**

Full performance grade level for this position is: FSN-11. A training grade level, below FSN-11, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

**How to apply for this Solicitation**

Interested applicants MUST submit the following materials:

- Most current Curriculum vitae or resume;
- Complete and hand-signed federal form OF-612 which is available at the USAID websites, <http://www.usajobs.opm.gov/forms.asp>, or at Federal offices;
- Three references, who are not family members or relatives, with telephones and e-mail contacts;
- Cover letter highlighting applicant's reason for applying and supplemental documents specifically addressing the required qualifications shown in the solicitation;
- Applicants must quote the solicitation number and position title on the subject line of e-mail application.

Applications must be e-mailed to: [iraq-jobs@usaid.gov](mailto:iraq-jobs@usaid.gov).

USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Late, incomplete or unsigned applications shall not be considered.

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

USAID Iraq  
EXO/Human Resources  
Job Application  
USAID Compound  
**Email:** [iraq-jobs@usaid.gov](mailto:iraq-jobs@usaid.gov)  
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